



Jason M. Williams

WORK HISTORY & EXPERIENCE

Interim City Assessor
January 2017 to present

City of West Allis

West Allis, WI

Assessment Services Management: Plan, direct and coordinate the annual assessment requirements. Valuation and recording of residential, commercial and personal property; set department policy based on Chapter 70 of Wisconsin Statutes; establish and review techniques used in the appraisal procedures, direct the completion and balancing of property assessment roll; direct and participate in the review of all properties; hire, train and supervise staff; answer taxpayers and municipal objections; prepare, defend and substantiate assessments to the Board of Review; participate in the preparation of complex appraisals and assist the City Attorney in property tax cases; discover, identify and value all classes of land within the City; prepare and administer operational budget; provide correspondence on technical aspects of ownership, assessments, appraisals and tax related issues to homeowners, commercial and industrial property owners, lessees and lessors, attorneys, brokers, accountants and appraisers. Acts as City representative before the State Legislative Committees, Department of Revenue, taxpayer groups and panels; direct studies to determine building cost changes, market trends and assessment level inequities; prepare periodic reports and explanations for other City departments and officials; design, supervise and implement office procedures.

Review Appraiser
April 2012 to present

Real Estate Underwriting Services, Inc. (REUS)

Wauwatosa, WI

Appraisal Review: Review of commercial appraisal reports for compliance with FIRREA, USPAP and bank standards. Experience includes reviewing appraisal report and writing an USPAP Standard 3 compliant report that summarizes the property description, data used, valuation methods employed and assumptions and conclusions made by the appraiser and providing an opinion of the reasonableness and adequacy of the value conclusion. Property types reviewed include: industrial, office, retail, multifamily, hotels, gas/c-stores, nursing, golf course, resort, water parks, fitness center, data centers, campgrounds, mixed use, vacant land, agriculture, subdivisions, and complex residential.

Assistant City Assessor
May 2013 to December 2016

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Commercial Appraisal & Assessment: Appraisal and assessment of commercial property for the purpose of ad valorem taxation. Make field inspections, perform appraisals, and use computer assisted mass appraisal (CAMA) software to develop and calibrate computer models for purposes of commercial revaluation. Review and validate commercial sales. Analyze income and expense surveys. Conduct market research and rental surveys. Construct special studies of trends in local property values. Investigate and hear complaints and appeals about assessments; explain purposes and methods of assessments to interested groups and persons including communication with corporate management. Supervise residential appraisers and assessment clerks.

Neighborhood Planner
March 2007 to April 2013

City of Brookfield

Brookfield, WI

Planning: Preparation of commercial land use/redevelopment plans. Supervised an administrative assistant and interns.

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Development Coordinator

November 2004 to February 2007

Continental Properties Company, Inc.

Menomonee Falls, WI

Due Diligence & Entitlement: Investigation and due diligence of potential retail development sites. Secured all entitlements for large-scale retail development projects. Supervised an administrative assistant and CAD technician.

Planner I

August 2003 to October 2004

City of West Allis

West Allis, WI

Development Review: Reviewed and made recommendations on commercial development projects and rezonings.

Managing Partner

January 2003 to November 2007

SBW Properties, LLC

Janesville, WI

Property Management: Coordinated and managed all responsibilities related to owning a 4-unit apartment property.

EDUCATION & TRAINING

University of Wisconsin – Madison
Master of Science - Urban and Regional Planning
May 2003

University of Wisconsin – La Crosse
Bachelor of Science – Geography and Earth Science
May 2000

- Technical Certificate in Property Assessment – Waukesha County Technical College
- Certificate in Supervision from Cities and Villages Mutual Insurance Company (CVMIC)

CERTIFICATION & PROFESSIONAL MEMBERSHIPS

- ❖ Wisconsin Certified Assessor Level 2
- ❖ Wisconsin Certified General Appraiser
- ❖ Illinois Certified General Appraiser

- International Association of Assessing Officers (IAAO)
- Wisconsin Association of Assessing Officers (WAAO)
 - Real Estate Standards Committee member
- Wisconsin League of Municipalities
 - 2015-2017 Assessor Section Trustee
- Wisconsin Realtors Association



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CONTINUING EDUCATION & RELEVANT COURSEWORK

Property Assessment:

- IAAO 101: Fundamentals of Real Property Appraisal
- IAAO 102: Income Approach to Valuation
- IAAO 112: Income Approach to Valuation II
- IAAO 171: Standards of Professional Practice and Ethics
- IAAO 311: Residential Modeling Concepts
- IAAO 400: Assessment Administration
- Introduction to Property Assessment
- Wisconsin Assessment Law
- Introduction to Mass Appraisal

Real Estate Appraisal:

- 7-Hour National USPAP Update
- 15-Hour National USPAP Course
- Evaluating Commercial Construction
- Business Practices and Ethics
- Marketability Studies: Six Step Process & Basic Applications
- General Sales Comparison Approach
- General Site Valuation and Cost Approach
- General Report Writing and Case Studies
- Appraisal of Assisted Living Facilities
- Appraisal of Fast Food Facilities
- Supporting Your Adjustments: Methods for Residential Appraisers

University of Wisconsin – Madison “Graaskamp Center for Real Estate”:

- Real Estate Process 706
- Real Estate Finance 410
- Real Estate Valuation 415
- Urban and Regional Economics 420
- Real Estate Law 712
- Residential Property Development 611